



## TenStep Supplemental Paper

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### Planning Saves Time

Efficiency and effectiveness are key to the smooth functioning of an organization and can be achieved if work is properly planned and delegated. Before you start your work, take some time to plan. These plans should be flexible so that you can adapt them to different situations. However, you should ensure that details do not slow down your work. Here are some tips:

- The first thing you should do to get organized for the day is properly schedule your activities. You should book time for yourself to do things you need to get done.
- Always allow some time for unexpected events and interruptions.
- Try to plan variety. Lack of variety will only make you tired, and it is hard to do good work when you're tired.
- Avoid over-commitment. It is not always easy, but the following steps could help:
  1. do not be afraid to say no
  2. if something is not your job, say so
  3. if you do not know how to do something, say so
  4. if you do not want to do something, say so
  5. if you do not have time for something, say so
- However, do not isolate yourself.
- Always be prepared by carrying a little work around with you, so that you can use free time effectively.
- Confirm appointments to avoid mix-ups.
- Do not be seen to be idle. If people see you waiting, they will assume you have plenty of time and they may either take up too much of your time or keep you waiting in future.
- Avoid playing power games. It is harmful to everyone, especially you!
- If people keep you waiting, ask them to come to you.
- If you are the only one on time for a meeting, leave a message and ensure that you are again invited when everyone is ready. This way you can make people feel silly for wasting your time.

The best way to generate more time for yourself is to delegate part of your work to subordinates. This is a very powerful way of maximizing your available time. Delegating work doesn't mean that you are dumping a job onto someone else - it has many advantages.

- It gives you the freedom to concentrate on and do other things.



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- Work can be maintained in your absence.
- It gives others the opportunity to develop new skills and feel involved.
- As morale increases, others will be able to make decisions on their own.

Be careful when delegating work. Make sure to delegate the right tasks to the right people. Also, avoid delegating critical and tough tasks to others. No one likes to work with or for someone who gives them all the rotten jobs.

Having delegated the right jobs, monitor the work but don't check up on people. Assess how they have done and provide feedback.

Planning and delegation are two huge factors in the success of an organization, and when implemented in an effective way, they put you in complete control.